



TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

2026 SPECIALTY CROP MULTI-STATE GRANT PROGRAM Request for Grant Applications

Executive Summary

The Texas Department of Agriculture (TDA) will accept applications for the Specialty Crop Multi-State Grant Program (SCMP or Grant Program), under the United States Department of Agriculture-Agricultural Marketing Service (USDA-AMS) for projects to enhance the competitiveness of specialty crops through collaborative multi-state projects that address the following regional or national level specialty crop issues: food safety; plant pests and disease; research; crop-specific projects addressing common issues; and marketing and promotion.

This announcement identifies the eligibility criteria for SCMP projects and applicants, and the application forms and associated instructions needed to apply for a SCMP grant. All interested stakeholders/potential applicants should also refer to the USDA-AMS Notice for Funding Opportunity (NOFO) for complete information needed to prepare an application.

Dates Applications must be received by Monday, August 31, 2026, by 4:00 pm Central Time.

Agency Division Grants Office, Grants@TexasAgriculture.gov

Assistance Listing Number 10.170 (Federal funds)

Key Elements

GRANT APPLICATION SYSTEM REQUIRMENTS	
Create a TDA-GO Profile (see TDA-GO Access Instructions)	🕒 48-72 hours before applying Last-minute or day of application registrations are not guaranteed.
Obtain Your Organization’s UEI Number and establish an Active SAM.gov Account (if you do not already have one)	up to 2 weeks – required to receive funds under this program
Obtain a TIN/EIN (if you do not already have one) *	up to 2 weeks
DEADLINES	
TDA Deadline to receive final application and all supporting materials through TDA-GO	August 31, 2026 – 4:00 p.m. Central Time
Per USDA – estimated project dates	
Anticipated Start Date of Project/Grant	September 30, 2026
End Date of Project	September 29, 2029

* Text hyperlinks will direct you to applicable websites

Note: Start early to ensure account setup and eligibility requirements are completed before the deadline.

2026 SPECIALTY CROP MULTI-STATE GRANT PROGRAM

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Please read all materials before preparing and submitting the application. Failure to follow the instructions and requirements described in this Request for Grant Application (RFGA) may result in the disqualification of the application.

Fraud Warning Disclaimer: Please be aware that certain individuals might approach you by falsely presenting themselves as representatives of the Texas Department of Agriculture (TDA). Under this false pretense, they might try to gain access to your personal information or to acquire money by claiming that they are contacting you on TDA’s behalf. Such fraudulent offers and claims are usually received via email, text message, phone, etc. These claims and offers are fraudulent and invalid, and you are strongly advised to exercise great caution and disregard such offers and invitations. You will not be contacted by TDA or the government to request payment before you receive a grant. Please report any attempts to defraud you to TDA’s Grants Office immediately. You may also report fraudulent activity to the Office of the Texas Attorney General’s Consumer Protection Division at <https://www.texasattorneygeneral.gov/consumer-protection/common-scams>.

Statement of Purpose

Section 101 of the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. 1621 note), as amended under Section 10010 of the Agricultural Act of 2014 (Public Law 113-79), and as further amended by Section 10107 of the Agricultural Improvement Act of 2018 (Public Law 115-334), collectively referred to herein as the “Farm Bill,” authorizes the U.S. Department of Agriculture to make grants to enhance the competitiveness of specialty crops under the Specialty Crop Multi-State Program (SCMP or Grant Program).

The SCMP supports collaborative multi-state partnerships to enhance the competitiveness of specialty crops through competitively funded projects. A multi-state partnership is a project that implements activities with measurable outcomes that benefit specialty crops growers from two or more U.S. States and/or Territories. The focus is to address regional or national level specialty crop issues, including, but not limited to, food safety, plant pests and disease, research, crop-specific projects addressing common issues, and marketing and promotion. Projects must enhance the competitiveness of U.S. or U.S. territory-grown specialty crops in either domestic or foreign markets. Specialty crops are defined as fruits, vegetables, tree nuts, dried fruits, horticulture and nursery crops (including floriculture). Refer to the following website for a list of common specialty crops:

<https://www.ams.usda.gov/services/grants/scbgp/specialty-crop>

The Texas Department of Agriculture (TDA) is authorized by [§12.002](#) and [§12.007](#) of the Texas Agriculture Code to encourage the proper development and promotion of agriculture, to investigate the pests and diseases of crops grown in this state, and to supervise the protection of fruit trees, shrubs, and plants.

TDA has elected to be a Participating State and will submit applications to the United States Department of Agriculture-Agricultural Marketing Service (USDA-AMS), on behalf of interested entities, as well as oversee the administration of awarded agreements.

Request for Grant Applications (RFGA)

TDA is accepting grant applications on behalf of interested entities and will submit each application received that meets the requirements outlined in the [USDA-AMS SCMP NOFO](#) as separate application packages through Grants.gov, including each applicable component listed in section 5.2 Content and Form of Application Submission in the [USDA-AMS SCMP NOFO](#). Furthermore, TDA will oversee the administration of awarded agreements.

Interested entities must refer to the [USDA-AMS SCMP NOFO](#) for complete program information and application requirements.

Approximately \$14.3 million dollars are available to fund applications under USDA's 2026 SCMP. To be competitive, applications must meet all program requirements and be of high quality.

Eligibility

All applicants must be domestic entities owned, operated, and located within the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, or the Commonwealth of the Northern Mariana Islands. Eligible applicants include:

Participating States

State Departments of Agriculture that elect to submit proposals to AMS on behalf of interested entities as well as oversee the administration of awarded agreements.

Nonparticipating States

State Departments of Agriculture that do not elect to submit proposals to AMS on behalf of interested entities and will not oversee the administration of awarded agreements.

Entities in Nonparticipating States

Local governments, Indian tribes, institutions of higher education, or nonprofit organizations residing in Nonparticipating States. Entities located in a Nonparticipating State would apply directly to AMS or through the most relevant participating state.

- Entities residing in a participating state must apply through their State Department of Agriculture. Entities residing in a participating state are ineligible to apply directly to USDA-AMS.
- Entities in a non-participating state may apply to USDA-AMS directly or choose to contact an adjacent participating state to apply on behalf of the entity.
- Partnerships must include two or more states/territories.

The Texas Department of Agriculture (TDA) has elected to be a Participating State. All proposals must be submitted to the TDA and will submit proposals to AMS on behalf of interested entities and will oversee the administration of awarded agreements.

Program Contacts

Grant Program Support Monday – Friday 8:00 AM to 5:00 PM (CT)

TDA staff is available to answer questions regarding the Grant Program and to provide clarifying information concerning this RFGA. TDA staff will not review any grant proposals prior to the application deadline.

Kat Neilson
Lead Grant Specialist
Phone: (512) 463-6695
Email: Grants@TexasAgriculture.gov

Project Area Types

Multi-state partners must develop projects that bring together teams for solutions to practical problems that cross State boundaries and address the needs of specialty crop growers in the areas described below. Projects should lead to measurable benefits for specialty crop growers, encourage partnerships among specialty crop organizations, and reduce duplication of effort among participating organizations. An SCMP project must:

- (1) Address one or more regional or national (multiple-State) issues described below;
- (2) Define the geographic target area of impact of the project such as the specific states or foreign markets;
- (3) Define the specific specialty crop(s) that are the focus of the project; and
- (4) Involve at least two partners located in different states.

Interested entities must refer to the [USDA-AMS SCMP NOFO](#) for complete information and program requirements.

- **Food Safety**

Projects that address the handling, preparation, and storage of specialty crops in ways that reduce foodborne threats may include, but are not limited to:

- Improving detection, monitoring, control, and response to potential food safety hazards in the production, processing, and handling of specialty crops;
- Conducting research focused on issues related to (1) water quality; or (2) the use of biological soil amendments of animal origin on similar Agro-ecological regions or localities; and/or
- Strengthening regional and national traceback systems; promoting an outbreak response system that shortens the time between outbreak detection, resolution, and recovery; and improving methods for

communicating with consumers about traceback of foodborne illness outbreaks.

- **Plant Pests and Disease**

Projects that address threats from pests and diseases may include, but are not limited to:

- Developing safe, effective, and economical pest and disease management solutions for growers of specialty crops;
- Developing monitoring systems to enhance capabilities to predict pest and disease incidence, estimate damage, and identify valid action thresholds;
- Developing treatments for quarantine pests and diseases to maintain or open healthy markets with U.S. trading partners; and/or
- Developing diagnostic tools, particularly new ones, for plant pests and diseases and for detection of pesticide resistance in pest populations, including weeds.

- **Research**

Research projects are systematic studies directed toward fuller scientific knowledge or understanding of the subject studied. Projects may include, but are not limited to:

- Conducting research in plant breeding, genetics, and genomics to improve crop characteristics;
- Improving production, processing, storage, and distribution efficiencies for conventionally or organically grown specialty crops;
- Reducing environmental impacts; and
- Improving supply chain logistics.

- **Crop-Specific Projects Addressing Common Issues**

Crop-specific projects involve collaborative efforts to address issues that affect a specific specialty crop. An acceptable project would involve a specific specialty crop that is grown commercially in several distinct and widely dispersed geographic areas or regions of the country. Projects may include, but are not limited to:

- Conducting research to determine consumer preferences, including studies of agricultural product price decision, value-added, sensory evaluations, focus groups; and
- Other evaluative research methods that will enhance the impacts of agricultural marketing and promotion efforts.

- **Marketing and Promotion**

Marketing and promotion projects focus on multiple-state efforts to sell, advertise, promote, market, generate publicity, attract new customers, enhance food transportation, and raise customer awareness for specialty crops or a specialty crop venue.

Projects and Activities Not Eligible for Funding

- Duplicate the content of food safety training curricula or any resources or materials already developed;
- Provide direct financial assistance to producers or processors to offset the cost of, or to cost share for, funding audits of production, handling, or management systems;
- Benefit a particular commercial product or provide a profit to a single organization, institution, or individual. Funds cannot be used to compete unfairly with private companies that provide equivalent products or services; or
- Generate no direct, assessable benefits for the U.S. specialty crop producers or agricultural community.

Funding Parameters, Award Information, and Notification

- State, local, or Indian tribal governments, non-profit organizations, colleges, and universities will be subject to 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.
- Grant Applicants may not request less than or more than the respective minimum/maximum amounts. Minimum Award: \$250,000; Maximum Award: \$1,000,000 (*see budget information for more details*).
- **Cost Share Requirement:** A cost share is required, from non-Federal sources in the form of cash and/or in-kind contributions, equal to 25% of the amount of Federal funds being requested. This cost share requirement applies to each project, whether funded through a participating State or through direct application to AMS. There is no cost share requirement for State costs to manage the program as a Participating State.
- Grant Applicants may be awarded funding at varying levels depending on the nature of the project.
- The amount available to fund SCMP awards in FY 2026 is approximately \$14.3 million. Enactment of continuing resolutions or appropriations acts may affect the availability or level of funding for this program. There is no commitment by USDA to fund any particular application, to guarantee minimum funding levels, or to make a specific number of awards.
- Where more than one (1) application on an eligible topic is acceptable for funding, TDA/USDA may request cooperation between applicants or revision/adjustment to an application in order to avoid duplication and to realize the maximum benefit to the state.
- TDA is under no legal or other obligation to execute a grant on the basis of a response submitted to this RFGA. TDA shall not pay for any costs incurred by any entity in responding to this RFGA.

- Written notifications on award decisions will be made to all applicants and their affiliated agencies, organizations, or institutions. Favorable decisions will indicate the amount of award, duration of the grant, and any special conditions associated with the project.

Application Requirements

Applications will be accepted in TDA's online Grant Application/ Management system called TDA-GO and **must be completed online** at <https://tda-go.intelligrants.com/>. Applications must be submitted by the deadline in the Submission Instructions Section or the system will reject the grant application.

Texas elected to be a Participating State. Entities in Participating States must submit their applications to their respective Participating State using that State's instructions. Below are the application requirements for Texas.

As a Participating State, TDA will submit each application received from entities that meet the requirements outlined in this RFGA as separate application packages through Grants.gov.

Applicants must refer to Section 4.0 in the [USDA-AMS SCMP NOFO](#) for complete application requirements in addition to the state specific terms.

Applicants *do not* need to submit the SF-424 and SF-424A at the time of submission to TDA. TDA will submit these forms on behalf of eligible proposals to USDA.

Grant Application Structure – Includes the following screens. See Section **Application Form Guidance** for detailed instructions on each section.

- a. **Applicant Contact Information**
- b. **Administrative Form Uploads** – Must upload the following information:
 - i) Application for Texas Identification Number
 - ii) Direct Deposit Authorization
 - iii) W-9 IRS Federal Tax Form
 - iv) Supplemental Uploads
 - (1) Project Narrative Form*
 - (2) Signed Letter(s) of Commitment from Partners and Collaborators*
 - (3) Signed Letter(s) of Verification for Cost Sharing Funds for each cost share resource*
 - (4) Key Personnel Disclosure Form*
 - (5) Additional supporting documentation (e.g. publications, supporting data, reference list, resumes, etc.) may be included as supplemental attachments.

*These forms are available for download on the [TDA SCMP website](#).

c. **Budget Narrative/Justification**

d. **Accounting System and Financial Capability Questionnaire**

- i. Copy or hyperlink to applicant's written accounting policies and procedures.
- ii. Copy or hyperlink to applicant's written internal controls for Federal awards.
- iii. Copy or hyperlink to applicant's most recent financial audit conducted. See below for options.
 - Single Audit, if applicable
 - All non-federal entities that expend \$750,000 or more of federal awards in a year are required to obtain an annual audit in accordance with [2 CFR Part 200](#)-Uniform Administrative Requirements, Cost Principles and Audit Requirements for federal Awards. Additional information can be found on the [Office of Management and Budget \(OMB\) Policy Statements web page](#);
 - The Single Audit also must be submitted to any pass-through entity, if applicable; and
 - Copies of the audit report must be made available to the public, which can be accomplished by posting a link to the report from the entity's website;
 - Audited Financial Statements; or
 - IRS Form 990.

Deadline for Submission of Responses

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Applicants must submit one complete, electronically signed application through the TDA-GO system by TDA **4:00 p.m. CT on Monday, August 31, 2026** ([see submission instructions below](#)).

It is the applicant's responsibility to ensure the timely receipt of the application and all required materials to TDA by the stated deadline.

- **Mailed, faxed, emailed or hand-delivered applications will not be accepted.**
- **Applications must be submitted online via TDA-GO.**

The online system will date and time stamp the submission for receipt documentation purposes. Click the link to access TDA-GO or copy and paste the following in your browser: <https://tda-go.intelligrants.com/>.

An automated receipt email will be sent from the TDA-GO system indicating the application has been received.

TDA will compile and submit all applications to USDA on or before 11:59 PM EST October 16, 2026. TDA will verify submission package prior to submission to USDA. Applications may not be supplemented after submission to USDA on or before 11:59 PM EST October 16, 2026.

Late or Ineligible Applications

- TDA will only consider grant applications received by the published due date, unless the deadline has been extended for all grant applicants.
- Applications submitted by ineligible grant applicants will not receive funding consideration.
- Applications that are not fully responsive to the request for grant applications will not be considered during the competitive review process.
- Determinations of late or ineligible grant applications are final and not subject to an appeal process.
- Problems with computer systems at the applicant organization, Adobe compatibility settings issues, failure to follow instructions in the RFGA, or failure to complete required registrations (e.g., Grants.gov, Sams.gov, UEI Number, etc.) by the submission deadline are NOT considered government system issues and do not constitute grounds for an appeal.
- The RFGA explains the time required to complete these registration requirements. It is the grant applicant's responsibility to ensure that enough time is committed to meet all registration and submission deadlines.
- All required letters and attachments must be appropriately attached to the TDA-GO application. Any supplemental information/files submitted outside TDA-GO (email, mail, hand delivered) will not be considered as eligible submissions.
- Failure to attach documents to the grant application package correctly are not considered system issues.

Evaluation and Selection Information

As a Participating State, TDA will accept applications from interested entities and submit on their behalf to the USDA-AMS. As part of TDA's commitment as a Participating State, TDA will conduct initial screenings of submitted applications by following USDA-AMS protocols for accepting applications to ensure the applications meet both the definition of a multi-state project and the requirements outlined in this RFGA and the USDA-AMS SCMP NOFO.

When evaluating applications to determine alignment with SCMP and its requirements, Participating States must ensure that the applications:

- (1) Materially adheres to the requirements of the USDA-AMS SCMP NOFO;
- (2) Fits into at least one of the USDA-AMS SCMP NOFO's project area types;
- (3) Meets the USDA-AMS SCMP NOFO's definition of a multi-state project;(multi-state projects must address regional or national level specialty crop issues: food safety; plant pests and disease; research; crop-specific projects addressing common issues; and marketing and promotion.)
- (4) Differs from and/or supplements but does not duplicate projects currently or previously funded by the SCBGP or another Federal award program; and
- (5) Does not name any partner with current performance and compliance violations relating to a SCBGP-funded project.

Applications that are materially compliant may be submitted. If there is a missing application component, TDA will request that the multi-state partners provide it before submitting the application to AMS. Applications that are submitted to TDA late or that do not materially comply with the requirements of the USDA's NOFO will not be considered for AMS competitive review. Please review the [USDA-AMS Policy Regarding Late and non-Responsive Applications](#) for more information.

For Application Review Information, including Project Evaluation Criteria and Review and Selection Process, please reference Section 6 of the [USDA-AMS SCMP NOFO](#).

Budget Development Information

Please reference applicable sections in the [USDA-AMS SCMP NOFO](#) for additional information regarding budget requirements.

A. Payment. *Grant funds will be paid on a cost reimbursement basis.* Grant recipients will be required to submit payment requests at least quarterly, but no more frequently than monthly, in order to show significant financial and programmatic progress. Payment requests must include sufficient documentation that details each expense. Acceptable documentation may include, but is not limited to, invoices, receipts, or detailed information regarding personnel costs, as determined by TDA, in its sole discretion. *Payment requests shall only be submitted by the Grant Recipient to TDA for reimbursement after the Grant Recipient purchases the approved budget item.*

B. Payment Schedule. In order to be eligible for reimbursement of a payment request, all reporting requirements must be current. Grant funds shall be paid according to the following schedule:

- a. Up to 90% of the total grant award may be disbursed provided the work for which payment is requested has been completed and proper documentation to substantiate the request has been submitted.
- b. The remaining 10% will only be disbursed once all reporting requirements have been met, including, but not limited to, the Equipment – Acquisition and Disposition of Property Form (if applicable) and the Final Performance Report.

C. Eligible Expenses. Generally, expenses that are necessary and reasonable for proper and efficient performance and administration of the project are eligible. Grant funds may not be used to supplant normal business costs but instead must be used to cover the costs incurred for the approved proposed activities.

1. Personnel costs – both salary and benefits directly related to project implementation;
2. Contracts – agreements made with a third-party to perform a portion of the project;
3. Travel – mileage reimbursement, transportation and lodging; reimbursement for travel is limited to the federal Domestic Per Diem Rates at the time of travel;
4. Capital Expenditures – Equipment that has a useful life of more than one year and a cost of more than \$10,000. CAPITAL EXPENDITURES MUST BE SUBMITTED FOR APPROVAL TO TDA PRIOR TO EXPENDITURE/PURCHASE. Failure to secure written approval from TDA will result in disallowance of the cost;
5. Supplies and direct operating expenses – items that cost less than \$10,000 per unit with a useful life of less than one year, office supplies, postage, telecommunications, printing, etc. that are directly related to the project activities;
6. Controlled assets are defined as certain items valued \$500.00 - \$9,999.99 which must also be inventoried, [Controlled Property Listing](#); and
7. Direct operating expenses (other) – any expenses that do not fall into the other categories directly related to the proposed activities.

D. Ineligible Expenses. Certain expenses may be prohibited by state or federal law or determined to be ineligible by program guidelines. Some common ineligible expenses include but are not limited to the following:

1. Alcoholic beverages;
2. Entertainment;
3. Tips/ gratuity
4. Contributions, charitable or political;
5. Expenses falling outside of the contract period;
6. Expenses for items not listed in the project budget or that fail to meet the intent of the program;
7. Expenses that are not adequately documented;
8. Meal reimbursements related to travel, meetings, conferences, or other events;
9. Advertising and Public Relations costs designed solely to promote the image of an organization, general logo, or general brand rather than eligible specialty crops are unallowable;

- 10. Coupon/incentive redemptions or price discounts. Costs associated with printing, distribution, or promotion of coupons/tokens or price discounts (i.e., a print advertisement that contains a clip-out coupon) are allowable only if they solely promote the specialty crop rather than promote or benefit a program or single organization; and
- 11. Costs associated with the use of trade shows, meeting rooms, displays, demonstrations, exhibits, and the rental of space are allowable only if they solely promote the specialty crop. Cost sharing to promote both specialty crops and non-specialty crops is not allowable for these types of expenses.

Please reference Allowable and Non-allowable Costs Contained in [2 CFR Part 200 Subpart E - Cost Principles](#) and [AMS General Terms and Conditions](#) for additional guidance.

E. Indirect Costs. Please refer to section 3.6 Indirect Costs in the [USDA-AMS SCMP NOFO](#) for full guidance on Indirect Costs (IDC).

TDA will claim 4% of the allowable IDC for administrative costs. Awarded partners may claim the remaining 4% related to their direct costs. A lead partner may not claim the 4% on the contractual line item if the contractor is also claiming 4% on their direct costs.

Total Grant Award / 1.08 = Max direct expenses
 Total Grant Award – Max Direct expenses = max allowable indirect
 Max allowable indirect / 2 = max Grant Recipient allowable indirect costs

Example:

\$1,000,000.00	Max Total Award
\$ 925,925.93	Max direct expenses
\$ 74,074.07	Max allowable indirect at 8%
\$ 37,037.04	TDA 4%
\$ 37,037.04	Grant Recipient allowable 4%

F. Cost Share Requirements. Please refer to section 2.4 Cost Sharing in the [USDA-AMS SCMP NOFO](#) for full guidance on Cost Sharing Requirements.

This funding opportunity requires recipients to fund their projects, in part, with cost share funds from non-Federal sources in the form of cash and/or in-kind contributions equal to 25% of the amount of Federal funds being requested.

Any cost share amount exceeding the requirement will be considered voluntary and must be documented and secured at the time of the award. There is no competitive advantage for an applicant to provide a cost share that exceeds the required amount.

All cost sharing contributions must be committed or secured at the time an applicant is selected for an award. All applicants must include the required cost share documentation as described in [USDA-AMS SCMP NOFO](#) section 4.5 Letters of Verification for Cost Sharing Funds.

Example:

\$1,250,000.00	Max Total Award
\$1,000,000.00	Award Portion
\$250,000.00	Match Portion

Risk Assessment & Monitoring

In accordance with [2 CFR §200.331\(b\)](#), TDA will evaluate each awarded applicant's risk of noncompliance with Federal statutes, regulations, and terms and conditions of the grant award for the purposes of determining the appropriate monitoring.

To evaluate this risk and determine the appropriate level of monitoring, the applicant must complete and submit the Accounting System & Financial Capability Questionnaire as part of the grant application package by the deadline stated in this RFGA. Responses from this questionnaire will be inserted into a program risk assessment tool.

The risk assessment is based on a score and goes from 1 to 100 points and takes into consideration the following information:

- Accounting System and Financial Capability Questionnaire;
- Recent history of performance with TDA grant programs (any open grants and grants closed within the last five years);
- Alignment of the pending application with the statutory authority of the grant program as well as program regulations and policies; and
- Audits, reviews, and/or reported findings, if applicable.

Grant Recipient Responsibilities and Accountability

Selected applicants (Grant Recipients) will be responsible for the conduct of the project supported by the SCMP and for the results described in the application. Each Grant Recipient shall monitor the day-to-day performance of the grant project to assure adherence to statutes, regulations, and grant terms and conditions. The Grant Recipient must carry out the activities described in the approved scope of work.

The Grant Recipient will be accountable for documenting the use of grant funds and must ensure funds are used solely for authorized purposes. The Grant Recipient must ensure:

- Funds are used only for activities covered by the approved project.
- Funds are not used in violation of the restrictions and prohibitions of the grant agreement or applicable law.
- All budget and performance reports are completed in a timely manner.

Each Grant Recipient must ensure it has an adequate accounting system in place and good internal controls to ensure expenditures and reimbursements are properly reported to TDA. Complete records relating to the project, including accounting records, financial records, progress reports and other documentation, must be maintained for four (4) years after the conclusion of the project or longer if required by TDA.

Reporting Requirements

Grant recipients will be required to submit periodic performance reports. Reporting timelines are incorporated into the grant agreement. As part of TDA's ongoing monitoring of grant funds, Grant recipients must demonstrate programmatic and financial progress toward achieving project goals. Failure to comply with reporting requirements may result in withholding requests for reimbursement and/or termination of the award.

Performance Reports must be in a narrative format prescribed by TDA and detail the accomplishments of the project objectives for that period.

An Annual Performance Report is due each year of performance. Grant recipients will provide an annual report in a narrative format prescribed by TDA, documenting the accomplishments of their project for that period. TDA will submit the report to USDA on Grant Recipients behalf.

The Final Performance Report is due thirty (30) days after project completion, or termination of the Grant Agreement, whichever occurs first. This report must be in a narrative format prescribed by TDA. Similar to the annual performance reports, the final performance reports will be provided to USDA on behalf of the grant recipients.

General Information

Grant Awards.

- The announcement of grant awards will be made by USDA and relayed to awardee by TDA as soon thereafter as practical. Selected applicants will receive a Notice of Grant Award (NOGA) letter and the Grant Agreement from TDA. The NOGA is not legally binding until a grant agreement is fully executed.
- All grant awards are subject to the availability of appropriations and available funding, as well as necessary authorizations by the Texas Legislature.
- TDA reserves the right to fund multiple projects partially or fully. TDA reserves the right to negotiate individual elements of any grant application and to reject

any and all grant applications. Where more than one grant application is awarded and is acceptable for funding, TDA may request cooperation between Grant Recipients or revisions/adjustments to an application in order to avoid duplication and to realize the maximum benefit to the state.

Applications.

- TDA reserves the discretion and right to reject all applications and is not liable for costs incurred by the applicant in the development, submission, or review of the application; all costs incurred by the applicant prior to the effective date of a grant award agreement, if any, shall be the sole responsibility of the applicant.
- TDA reserves the right to alter, amend, or clarify any provisions, terms, or conditions of this program or any grant awarded as a result thereof, or to terminate this program at any time prior to the execution of an agreement, if TDA deems any such action to be in the best interest of TDA and of the State of Texas. The decision of TDA will be administratively final in this regard.

Public Information

- In the event that a public information request for the application is received, TDA shall process such request in accordance with Chapter 552 of the Texas Government Code. Applicants are advised to consult with their legal counsel regarding disclosure issues and to take appropriate precautions to safeguard trade secrets or any other proprietary information.
- All applications submitted under this program are subject to release as public information, unless the application or specific parts of any such application can be shown to be exempt from disclosure under the Texas Public Information Act, Chapter 552 of the Texas Government Code.

Additional Information

- Assistance is available in English and Spanish. Please call (512) 463-7448 to request assistance.
- In accordance with federal civil rights laws and USDA civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact TDA. Individuals who are deaf, hard of hearing or have speech disabilities may contact TDA through the Federal Relay Service

at (800) 877-8339 or Texas Relay 7-1-1. Additionally, program information may be made available in languages other than English.

- To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; 2) fax: (202) 690-7442; or 3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

Reporting Fraud in State Government

- TDA is committed to promoting a culture of integrity within the agency. As part of the agency's commitment, TDA has instituted a Fraud, Waste, and Abuse Prevention Program to provide its employees with the necessary guidance and support to prevent, detect, and eliminate fraud, waste, and abuse within the agency. TDA's Fraud, Waste, and Abuse Prevention Program complies with Executive Order RP-36 of July 12, 2004.
- Reports of suspected fraud or illegal activities involving state resources may be made by:
 - contacting the Texas State Auditor's Office (SAO) Hotline by calling (800) TX-AUDIT (892-8348);
 - visiting SAO's website at <https://sao.fraud.texas.gov/ReportFraud/>;
 - contacting TDA by calling the TDA Fraud Hotline at (512) 475-3423 or (866) 5-FRAUD-4 (866) 537-2834; or
 - sending a written complaint to:
 - by mail: Texas Department of Agriculture
1700 N. Congress Avenue
Austin, TX 78701
 - by email: fraud@texasagriculture.gov.

General Compliance Information

1. Grant Recipient must comply with TDA's reporting requirements and financial procedures outlined in the grant agreement. Any delegation by a Grant Recipient to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve the Grant Recipient of his/her responsibilities to TDA for performance of those duties.

2. Grant Recipient must remain in full compliance with state and federal laws and regulations. Non-compliance may result in termination of the grant award or ineligibility for reimbursement of expenses.
3. Grant Recipient must keep separate records and a bookkeeping account (with a complete record of all expenditures) for a grant project. Records shall be maintained for a minimum of four (4) years after the completion of the project, or as otherwise agreed upon with TDA. If any litigation, claim, negotiation, audit or other action is initiated prior to the expiration of the four-year retention period, then all records and accounts must be retained until their destruction is authorized in writing by TDA. TDA and SAO reserve the right to examine all books, documents, records, and accounts relating to the grant project, including all electronic records, at any time throughout the duration of the agreement until all litigation, claims, negotiations, audits or other action pertaining to a grant is resolved, or until the expiration of the four-year retention period or a final judgment in litigation, whichever is longer. TDA and SAO shall have access to: all electronic data or records pertaining to the grant project; paper or other tangible documents or records, including the physical location where records are stored; and all locations related to project activities.
4. If Grant Recipient has a financial audit performed during the time Grant Recipient is receiving funds from TDA, upon request, TDA shall have access to information about the audit, including the audit transmittal letter, management letter, any schedules, and the final report or result of such audit.
5. Grant Recipients must comply with Texas Government Code, Chapter 783 (Uniform Grant and Contract Management Act) and the Texas Grant Management Standards (TxGMS), along with 2 CFR Parts 200 and 400, Uniform Administrative Requirements, Cost Principles, USDA-AMS General Terms and Conditions, and Audit Requirements for Federal Awards.
6. Diversity, Equity and Inclusion (DEI). In accordance with the [White House Executive Order](#), dated March 26, 2026, Grant Recipient shall comply with the following requirements for federal grantees and subrecipients:

To the extent permitted by law, ensure that contracts and contract-like instruments, including grant agreements, contracts, subrecipient agreements and Grant Recipients', contractors', subcontractors' lower-tier agreements, include the following clause:

“In connection with the performance of work under this grant agreement or contract, [the Grant Recipient, contractor/appropriate party (contractor)] agrees as follows:

1. The Grant Recipient will not engage in any racially discriminatory DEI activities, as defined in section 2 of the Executive Order of March 26, 2026 (Addressing DEI Discrimination by Federal Contractors);
2. The Grant Recipient will furnish all information and reports, including providing access to books, records, and accounts, as required by the [granting](#) agency pursuant to the Executive Order of March 26, 2026 (Addressing DEI Discrimination by Federal Contractors), for purposes of ascertaining compliance with this clause;

3. In the event of the Grant Recipient's or a subrecipient's noncompliance with this clause, this grant agreement may be canceled, terminated, or suspended in whole or in part, and the Grant Recipient or subrecipient may be declared ineligible for further government contracts/grants;
4. The Grant Recipient will report any subcontractor's known or reasonably knowable conduct that may violate this clause to the department or agency and take any appropriate remedial actions directed by the department or agency;
5. The Grant Recipient will inform the department or agency if a subcontractor sues the Grant Recipient and the suit puts at issue, in any way, the validity of this clause; and
6. The Grant Recipient recognizes that compliance with the requirements of this clause are material to the Government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code (False Claims Act).”

TDA-GO Access Instructions

Click here to access the TDA-GO website or copy and paste the following in your browser:
<https://tda-go.intelligrants.com/>

Step 1: Accessing Grant Opportunity

The following describes how to access the **Specialty Crop Multi-State Program- 2026** opportunity via TDA-GO for returning users. **Applications may only be initiated by an Authorized Official or Project Director.**

- **Returning users - Log in with your current username and password**
- **New Users – see section “TDA-GO New User Instructions” on page 19**

Dashboard

After logging in, your Dashboard will appear (Figure 1).

- **My Tasks** are documents/applications that are in process;
- **Initiate New Application** are blank grant applications.

The screenshot shows the TDA-GO dashboard interface. At the top, there is a navigation bar with the Texas Department of Agriculture logo and the text 'TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER' on the left, and the 'TDA GO!' logo with 'TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE' on the right. Below the navigation bar, the dashboard is divided into three main sections:

- My Tasks:** A table listing tasks with columns for ID, type, organization, status, and date. The tasks listed are:

ID	Type	Organization	Status	Date
CDV21-0108-GPA-01	Performance Report	Test Grantee Organization	Performance Report In Process	8/24/2021 9:25:58 PM
CDV21-0108-MON-02	Monitoring Report	Test Grantee Organization	Monitoring Document Preparation	10/5/2021 2:49:16 PM
CDV21-0108-RPT-04	Performance Report	Test Grantee Organization	Performance Report In Process	8/11/2021 5:34:49 PM
CDV21-0109-MON-03	Monitoring Report	Test Grantee Organization	Monitoring Document Preparation	10/8/2021 12:26:58 PM
CDV21-0109-RPT-01	Performance Report	Test Grantee Organization	Performance Report In Process	8/10/2021 12:55:24 PM
CDV21-0109-RPT-02	Performance Report	Test Grantee Organization	Performance Report In Process	8/10/2021 12:55:57 PM
- Initiate New Application:** A table listing available grant opportunities with columns for name, provider, dates, and a link. The opportunities listed are:

Name	Provider	Start Date	End Date	Link
CDBG - Community Development Fund - 2021	TXDAA Provider	1/12/2021 12:00:00 AM	12/31/2021 11:59:00 PM	https://www.texasagriculture.gov/
Grant - Specialty Crop Block Grant - 2022	TXDAA Provider	1/1/2021 12:00:00 AM	12/31/2021 11:59:00 PM	
Grant - Urban Schools Agricultural - 2022	TXDAA Provider	5/12/2020 12:00:00 AM	12/31/2021 11:59:00 PM	
Home-Delivered Meal Grant Program - 2022	TXDAA Provider	1/1/2021 12:00:00 AM	11/1/2021 11:59:00 PM	
Organic Cost Share Program Application - 2022	TXDAA Provider	1/1/2021 12:00:00 AM	12/31/2021 11:59:00 PM	
Rural Communities Healthcare	TXDAA Provider	8/4/2021 11:59:00 AM	12/31/2021	
- Announcements:** A section with a placeholder for an announcement: 'This is an announcement from TDA Go staff.'

Figure 1. Landing page after logging in

Choose the **Specialty Crop Multi-State Program** by scrolling down the **Initiate New Application** box and select **Grant – Specialty Crop Multi-State Program- 2026** (Figure 2 & 3).

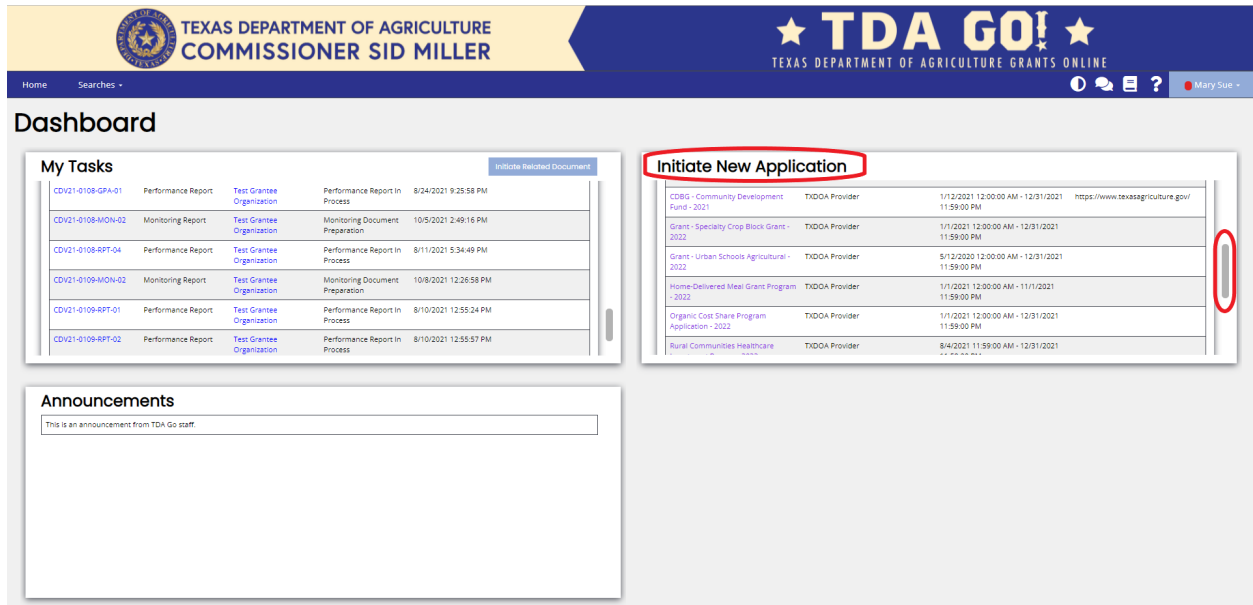


Figure 2. Initiate New Application Box and location of scrolling tool

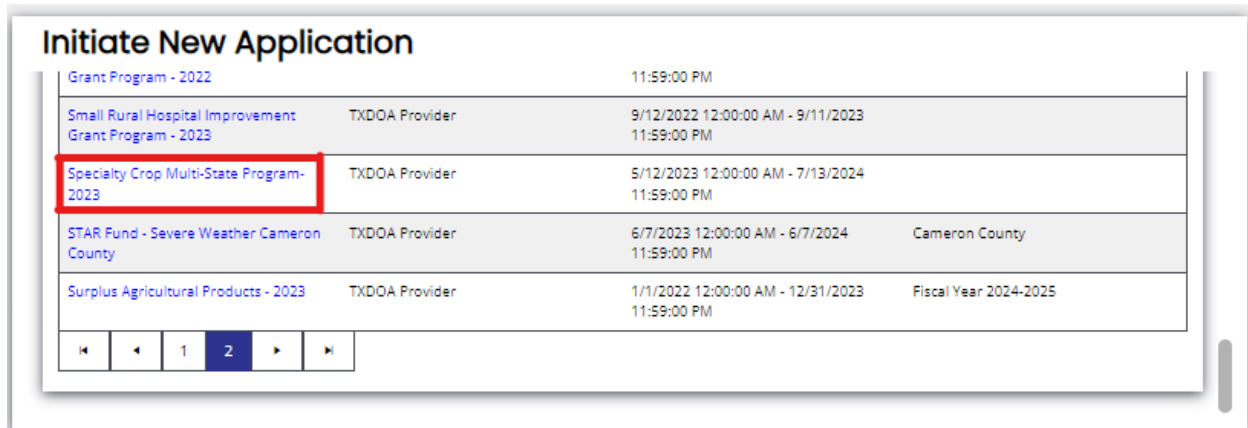


Figure 3. Selection for new Specialty Crop Block Grant Application. Please note dates are for testing purposes only.

A brief description and agreement language appears (Figure 4). Read and select **Agree**.

Specialty Crop Multi-State Program-2023



Provided By: TXDOA Provider
Provided To: Test Grantee Organization
Application Availability Dates: 5/12/2023 12:00:00 AM - 7/13/2024 11:59:00 PM
Due Date: 7/13/2024 11:59:00 PM

Description:

Specialty Crop Multi-state Program (SCMP) is provided under section 101 of the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. 1621 note), as amended under section 10107 of the Agriculture Improvement Act of 2018, Public Law 115-343.

Agreement Language:

As an individual authorized to initiate a grant on behalf of my organization to request funding from the Texas Department of Agriculture, I will comply with all rules and requirements as described in the Request for Applications published to www.texasagriculture.gov.

Agree

Decline

Figure 4. Brief Description and Agreement Language

Document Landing Page

After Agree is selected, the Document Landing Page will appear (Figure 5).

The screenshot displays the 'Document Landing Page' for the Specialty Crop Multi-State Program-2023. The page features a navigation sidebar on the left with the following menu items: Home, Searches, GSCM2023006, Forms, Status Options, Tools, Related Documents, and Insure Related Doc. The main content area shows a progress bar with six stages: Application in Process (checked), Application Submitted, Application Approved, Grant Agreement Executed, Closeout Submitted, and Grant Closed. The top header includes the Texas Department of Agriculture logo and 'TDA GO!' branding.

Figure 5. Document Landing Page

The left column has your unique Grant Project Number at the top, then four drop down menus: **Forms, Tools, Status Options, and Related Documents.**

- **Forms** is a list of required information including Applicant Contact Information, Administrative Upload Forms, Accounting System and Financial Capability Questionnaire, and Certification.
- **Status Options** is where the application can be submitted or cancelled.
- **Tools** include Add/Edit People who can access the application, Status History, Attachment Repository, Modification Summary, Document Validation, Notes, and Print Document ability. You will not need these functions to submit your application.
- **Related Documents** is not applicable to the application submission process. You will not need this function to submit your application.

Application Form Guidance

The following section provides additional guidance regarding selected sections of the application. As a reminder, this is a competitive grant application; TDA staff is available to answer questions regarding the program and to provide clarifying information concerning this RFGA. TDA staff will not review any grant proposals prior to the application deadline.

Step 1: Start Application

Expand the **Forms** drop down menu and select **Application Contact Information** (Figure 6).

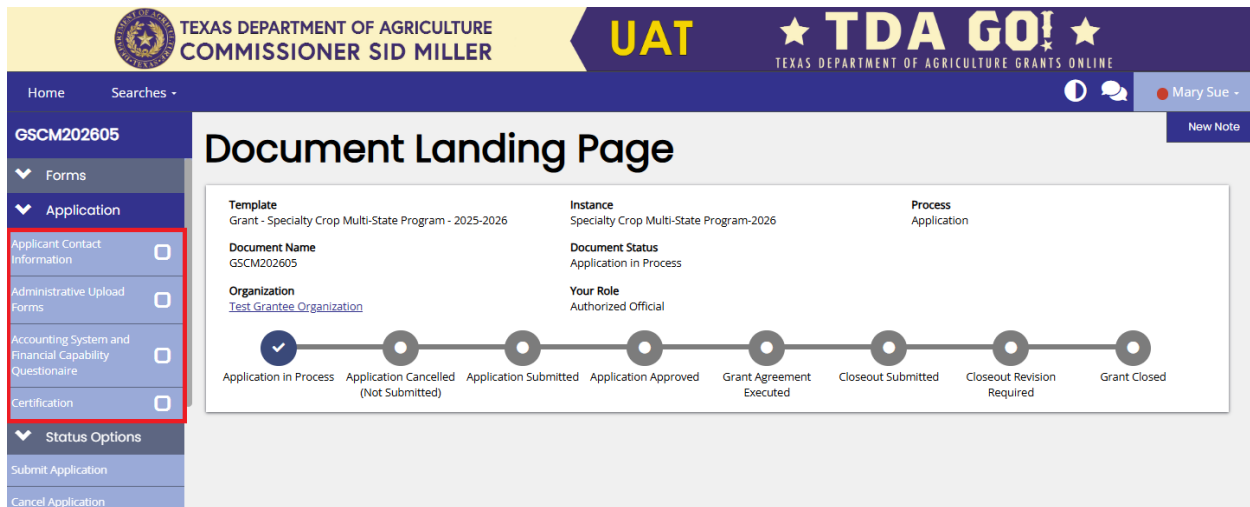


Figure 6. Application Forms location

All sections of the Application Form must be completed. See below for specific instructions.

NOTE: All required fields are marked with a *. An error message will appear and the application may not be submitted if these required fields are not filled out (Figure 7).

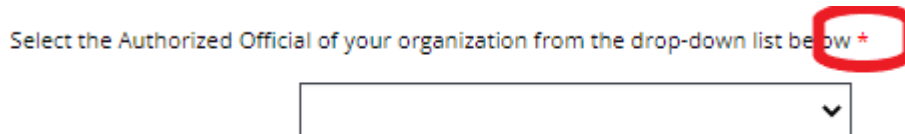


Figure 7. Example of Required Fields

NOTE: Any field with a Plus (+) button has the ability to add an additional row (Figure 8).

Congressional Districts

Provide the congressional districts of the entity applying for funding, as well as for the proposed project site(s). This information is available [here](#). Press the plus button next to each option to add multiple selections. *



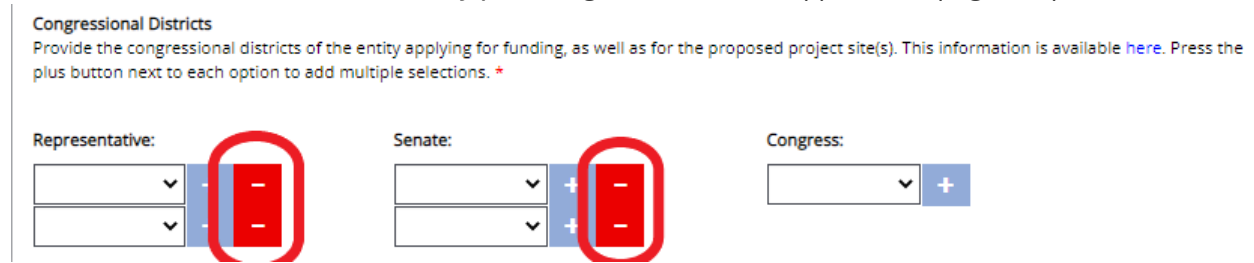
Representative: +

Senate: +

Congress: +

Figure 8. Add additional rows by clicking the plus (+) button

You can delete additional rows by pressing the red minus (-) button (Figure 9)



Congressional Districts

Provide the congressional districts of the entity applying for funding, as well as for the proposed project site(s). This information is available [here](#). Press the plus button next to each option to add multiple selections. *

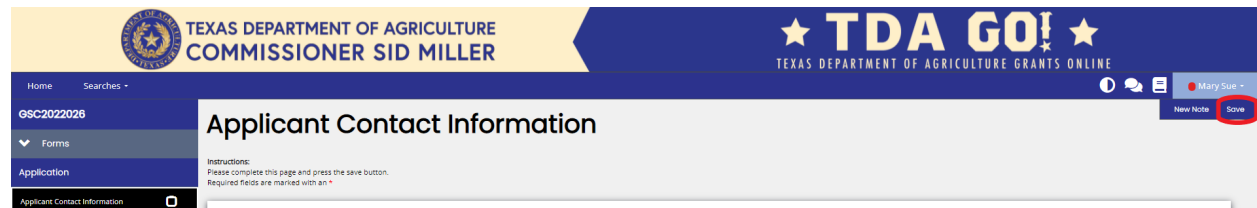
Representative: - -

Senate: + -

Congress: +

Figure 9. Subtract additional rows by clicking the minus (-) button

After completing the form, click the **Save** button in the top right hand corner (Figure 10). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 11).



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Home Searches -

GSC2022026

Forms

Application

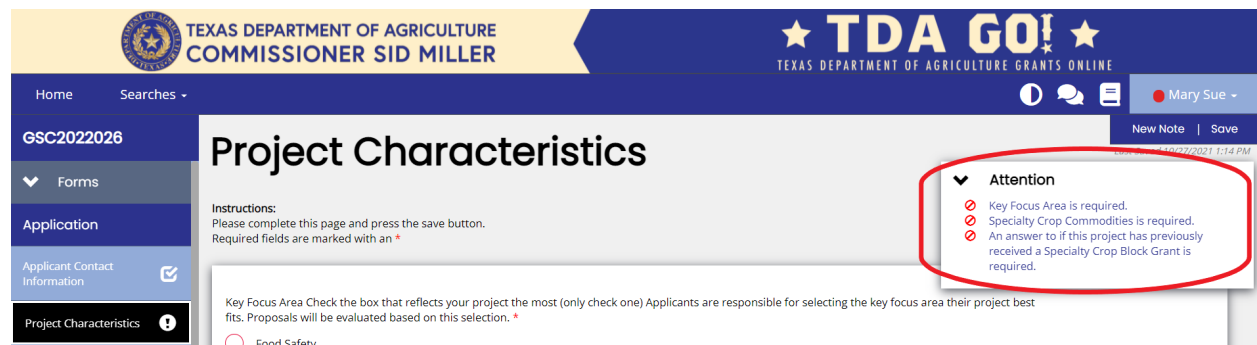
Applicant Contact Information

Applicant Contact Information

Instructions:
Please complete this page and press the save button.
Required fields are marked with an *

New Note Save

Figure 10. Regularly save your work by clicking the save button in the upper right hand corner



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Home Searches -

GSC2022026

Forms

Application

Applicant Contact Information

Project Characteristics

Project Characteristics

Instructions:
Please complete this page and press the save button.
Required fields are marked with an *

Key Focus Area Check the box that reflects your project the most (only check one) Applicants are responsible for selecting the key focus area their project best fits. Proposals will be evaluated based on this selection. *

Food Safety

Attention

- Key Focus Area is required.
- Specialty Crop Commodities is required.
- An answer to if this project has previously received a Specialty Crop Block Grant is required.

New Note Save

Figure 11. Error Message of missing required information

Step 2: Complete Administrative Form Uploads

Expand the **Forms** drop down menu and select **Administrative Form Uploads** (Figure 12).

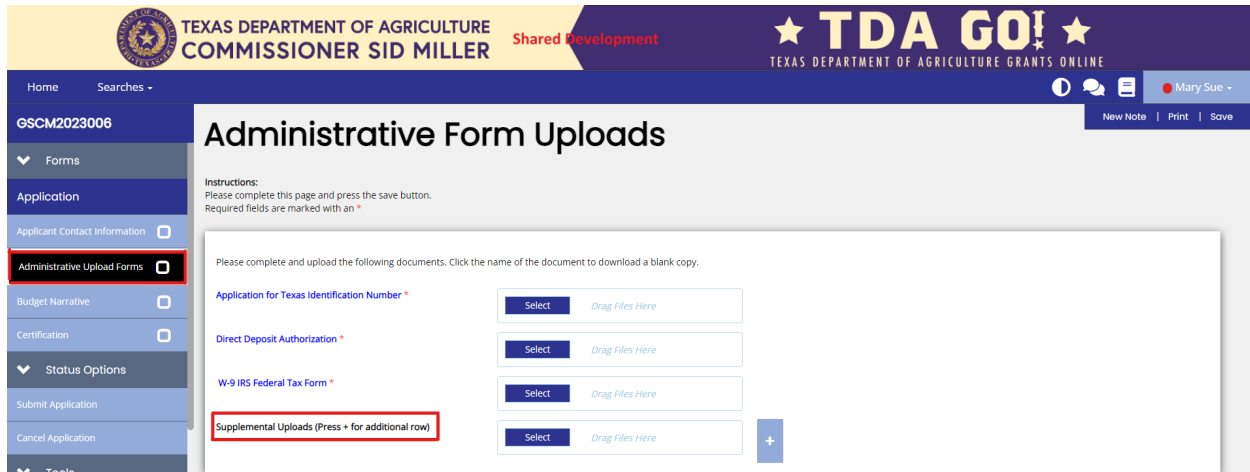


Figure 12. Administrative Upload Forms and Supplemental Uploads location

Upload all appropriate documents in Administrative Form Uploads. See below for specific instructions.

NOTE: If a question has a **Select** button in the answer box, you will need to upload the appropriate documentation if applicable (Figure 13). Click on the **Select** button to open the file selection screen.



Figure 13. The Select button allows applicant to select and upload the appropriate documents

Supporting Documentation Upload: Applicants must upload all required and relevant additional documentation in this field. Click the **Select** button to add a file. Additional documents may be added by clicking the **plus (+)** button (Figure 13).

You may download the following forms by clicking the name of the document in TDA-GO:

- Application for Texas Identification Number
- Direct Deposit Authorization
- W-9 IRS Federal Tax Form

You may download the following forms from the TDA SCMP website:

- Supplemental Uploads

- Project Narrative Form
- Signed Letter(s) of Commitment from Partners and Collaborators
- Signed Letter(s) of Verification for Cost Sharing Funds for each cost share resource
- Key Personnel Disclosure Form

Other optional documents for upload:

- Additional supporting documentation (e.g. publications, supporting data, reference list, resumes, etc.) may be included as supplemental attachments.

Applicants must refer to the [USDA-AMS SCMP NOFO](#) for complete application requirements.

After uploading all required forms, click the **Save** button in the top right hand corner (Figure 10). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 11).

Step 3: Complete Accounting System and Financial Capability Questionnaire

Expand the **Forms** drop down menu and select **Accounting System and Financial Capability Questionnaire** (Figure 18).



Figure 18. Accounting System and Financial Capability Questionnaire location

Step 4: Complete Review and Certification

Before completing Step 4 Certification, please review application for completeness and accuracy.

Review each section ensuring all information is correct and there are no error messages. If there are no errors, the section label in the drop down menu will have a check next to it (Figure 19).



Figure 19. Completed section with check mark

If there are error messages in a section, the section label in the drop down menu will have an exclamation point next to it (Figure 20). Return to the applicable section to review and resolve any error messages.



Figure 20. Incomplete section with error messages

Once all error messages are resolved and each section has a check mark as seen in Figure 19, the application may be certified and submitted.

Expand the **Forms** drop down menu and select **Certification** (Figure 21). This section requires an electronic signature from the Authorized Official, so the Authorized Official must be logged into their account.

NOTE: *Only the Authorized Official for your organization may Certify an application.*

To certify your application, the Authorized Official will check the box (Figure 21). The section is then complete. Click **Save** in the top right corner.



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Shared Development

TDA GO!
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Home Searches -

GSCN2023006

Forms

- Application
- Applicant Contact Information
- Administrative Upload Forms
- Budget Narrative
- Subcontractor Budget Details
- Certification**
- Status Options
- Tools
- Related Documents

Certification

Instructions:
Please complete this page and press the save button. Required fields are marked with an *

Certification

By signing below, Applicant:

(1) Certifies all information provided in connection with this application is true and correct to the best of Applicant's knowledge.

(2) Acknowledges any misrepresentation or false statement made by Applicant, or an authorized agent of Applicant, in connection with this application, whether intentional or not, will constitute grounds for denial of this application.

(3) Acknowledges acceptance of funds in connection with this application acts as an acceptance of the authority of TDA, the United States Department of Agriculture (USDA), and the Texas State Auditor's Office (SAO) or any successor agency to conduct an investigation in connection with these funds, and Applicant further agrees to cooperate fully with TDA and/or SAO or its successor in the conduct of the audit or investigation, including allowing TDA, USDA, and/or SAO to inspect Applicant's premises and providing all records requested.

(4) Acknowledges this application and any payments owed to Applicant in connection with this application may be reduced or denied because of Applicant's owing any debt to the State of Texas and that this application and any payments owed to Applicant in connection with this application may be denied because of delinquency in payment of a guaranteed student loan and/or for failure to pay child support.

(5) Applicant does not and will not knowingly employ an undocumented worker who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under law to be employed in that manner in the United States. Applicant understands that if, after receiving an award, Applicant is convicted of a violation under 8 U.S.C. Section 1324(a)(1), Applicant shall repay the amount of the award with interest, not later than the 120th day after the date of the public agency, state or local law enforcement, or economic development corporation notifies Applicant of the violation.

(6) Certifies that no state or federal enforcement action under state or federal securities law, or state or federal tax liens have been filed against Applicant or Applicant's property.

(7) Certifies that Applicant has not been convicted of any felony or misdemeanor involving moral turpitude.

(8) Acknowledges that pursuant to the 2 CFR 200 and the Texas Uniform Grant Management Standards (TUGMS), if Applicant fails to comply with any condition, provision, or term of an award made as a result of this application, Applicant may have to make a partial or total repayment of such award.

(9) Applicant authorizes TDA to review, verify and authenticate all information provided in this application, and

(10) Applicant understands TDA may request further documentation supporting this application, including contacting other agencies, organizations, facilities or third parties to verify data provided by Applicant from the records of such agencies, organizations, facilities or third parties.

Notice of Penalties: The penalty for knowingly making false statements or false entries, or attempts to secure money through fraudulent means, may include fines and/or incarceration and/or forfeiture of funds under applicable federal or state law.

THIS APPLICATION AND ALL SUPPORTING DOCUMENTATION BECOMES PUBLIC RECORD AND IS SUBJECT TO DISCLOSURE UNDER THE TEXAS PUBLIC INFORMATION ACT (PAI), TEXAS GOVERNMENT CODE, CHAPTER 552. PLEASE IDENTIFY ON YOUR APPLICATION OR ATTACHMENTS ALL INFORMATION YOU CONSIDER PROPRIETARY, CONFIDENTIAL, PRIVILEGED OR OTHERWISE EXEMPT FROM DISCLOSURE UNDER THE PAI, WITH FEW EXCEPTIONS, YOU HAVE THE RIGHT TO REQUEST AND BE INFORMED ABOUT THE INFORMATION THAT THE STATE OF TEXAS COLLECTS ABOUT YOU. YOU ARE ENTITLED TO RECEIVE AND REVIEW THE INFORMATION, UPON REQUEST. YOU ALSO HAVE THE RIGHT TO ASK THE STATE AGENCY TO CORRECT ANY INFORMATION THAT IS DETERMINED TO BE INCORRECT. (REFERENCE TEXAS GOVERNMENT CODE, SECTIONS 562.021, 562.022, AND 569.024).

Authorized Official	Title	Date

After saving your signature, when you are ready to submit this application to TDA, you MUST change the status by selecting "Submit Application" under the Status Options heading in the navigation menu to the left.

Figure 21. Certification and check box location

Step 5: Application Submission

Once the application is certified (e-signed) and complete, you must submit the application within the TDA-GO system.

Expand the **Status Options** drop down menu (Figure 22). Select **Application Submitted**.

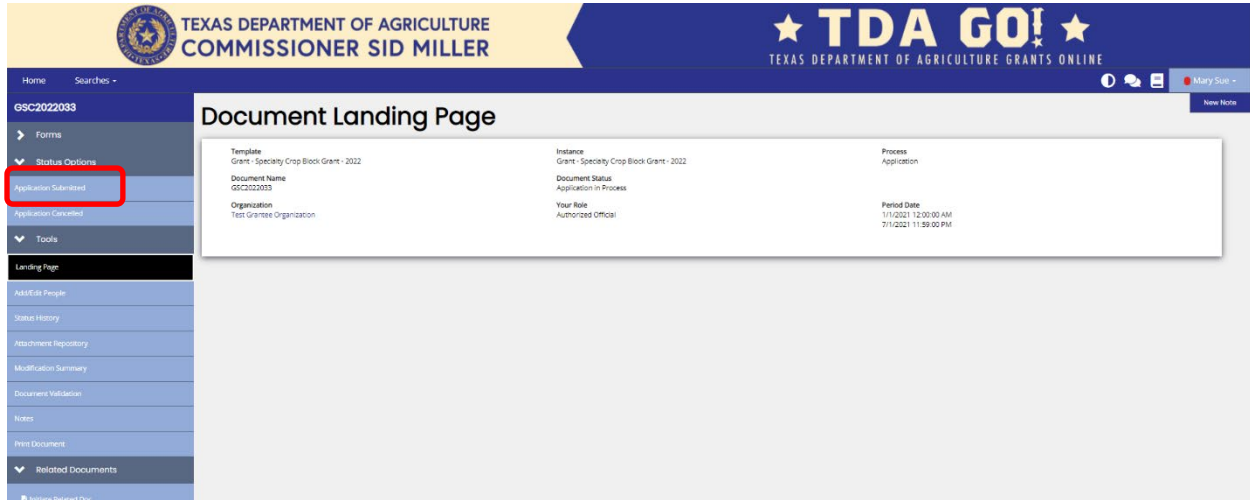


Figure 22. Status Options drop down menu and Application Submitted button location

NOTE: If errors remain, a **Document Validation** message will pop up noting what sections still have errors (Figure 23). You may click on each section name to be directed to the errors.

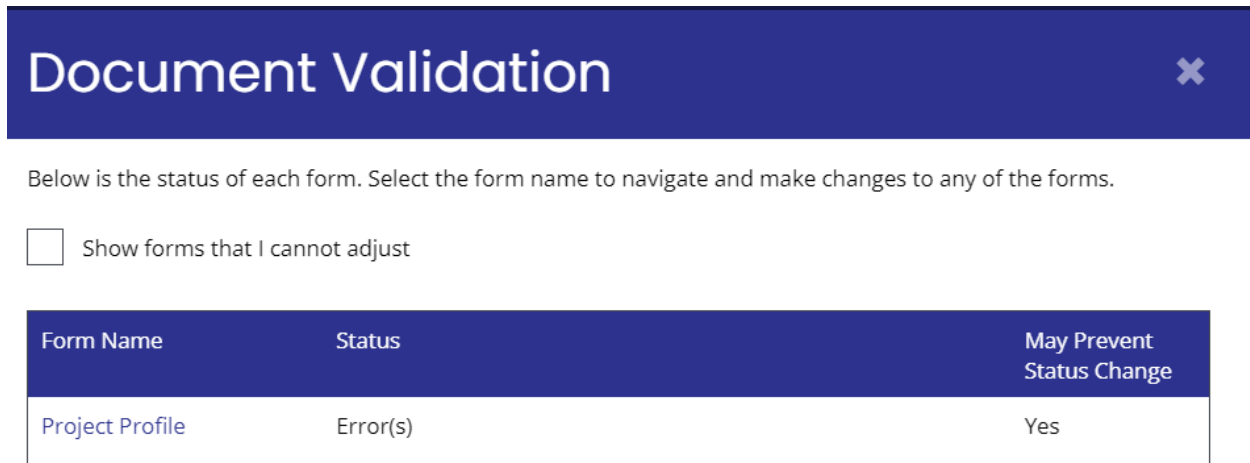


Figure 23. Document Validation message will appear if you try to submit application with errors

If no errors are detected, the system will ask if you are sure. Once you select submit, you will then be taken back to the **Landing Page** (Figure 24).

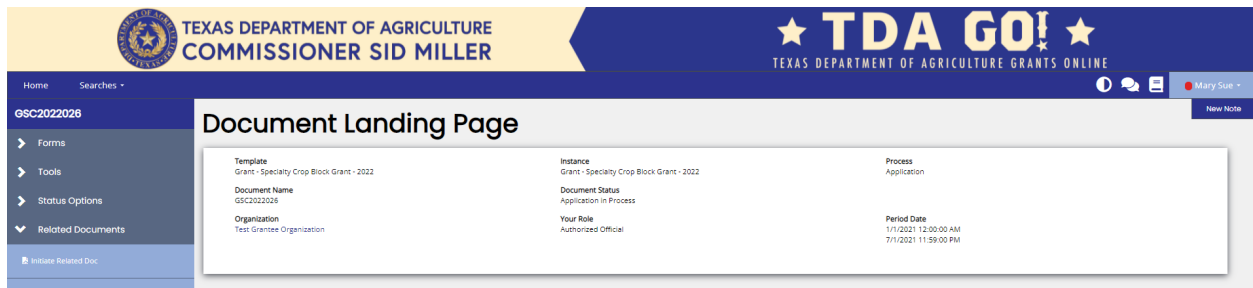


Figure 24. After application submission, you will return to the Document Landing Page.

NOTE: Applications must be submitted by the opportunity due date. The online application will no longer be available after that time. Times identified are based on TDA headquarters (Central Time Zone) and are displayed on your TDA-GO home screen.

Confirmation Email

Once the application is submitted, you will receive a confirmation email (Figure 14).

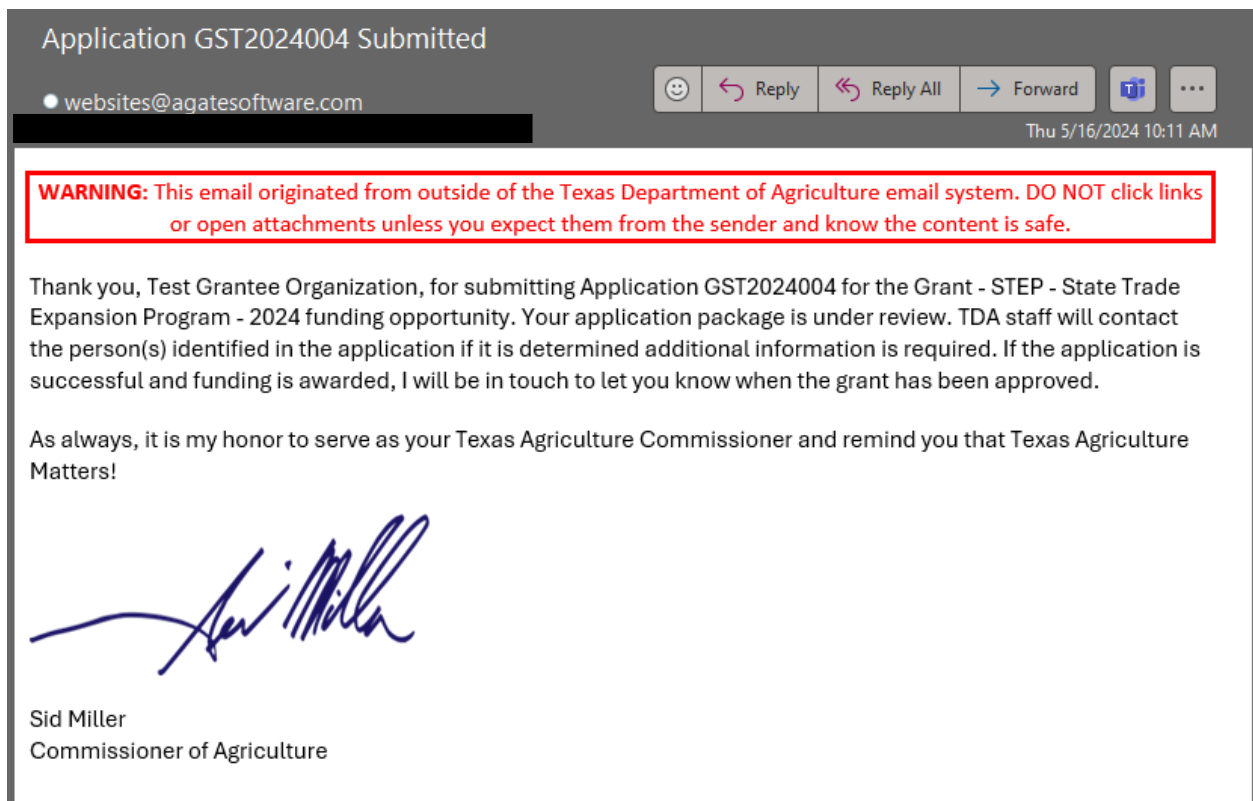


Figure 25. Example of confirmation email

TDA-GO New User Instructions

Step 1: Registering a New User in TDA-GO

The following describes how to access the TDA-GO online grant system by setting up a new user. The applicant must set up a new user account to access the Grant application.

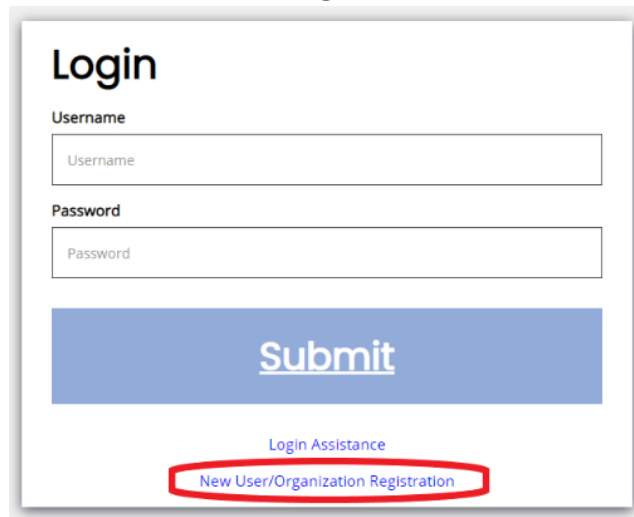
THIS MUST BE DONE 48-72 HOURS PRIOR TO SUBMITTING AN APPLICATION! Last-minute registrations are not guaranteed.

Overall Steps to Getting Access:

- Complete New User Registration
- TDA will approve New User Registration
- New User will receive email of approval
- Once approved, New User can access and complete grant application

To register a New User, complete the following steps:

- 1) Go to the TDA-GO website: <https://tda-go.intelligrants.com/>
- 2) Click on the **New User/Organization Registration** link found in the Login box on the right side of the webpage.
- 3) Fill in the required fields and any optional fields desired. See Legend below for specific field instructions. Click on the **Register** button.



The image shows a screenshot of a web form titled "Login". It contains two input fields: "Username" and "Password". Below these fields is a large blue button labeled "Submit". At the bottom of the form, there are two links: "Login Assistance" and "New User/Organization Registration". The "New User/Organization Registration" link is highlighted with a red oval.

Please see specific guidance on the next page.

Legend

First Name (Required)

Last Name (Required)

SAM Number/ UEI (Required) – ENTER YOUR FEDERAL UEI. See instructions below for Consultant/Researcher role.

Organization (Required) – ENTER THE NAME OF YOUR ORGANIZATION/BUSINESS/FACILITY).

Title – Enter your official Title

Street Address (Required)

State (Required)

County (Required)

City (Required)

Zip Code (Required)

Email (Required)

Phone (Required)

Username (Required) – the username the registering user wishes to register for. Use your email address.

Password/Verify Password (Required) – the password the registering user (applicant) wishes to register for.

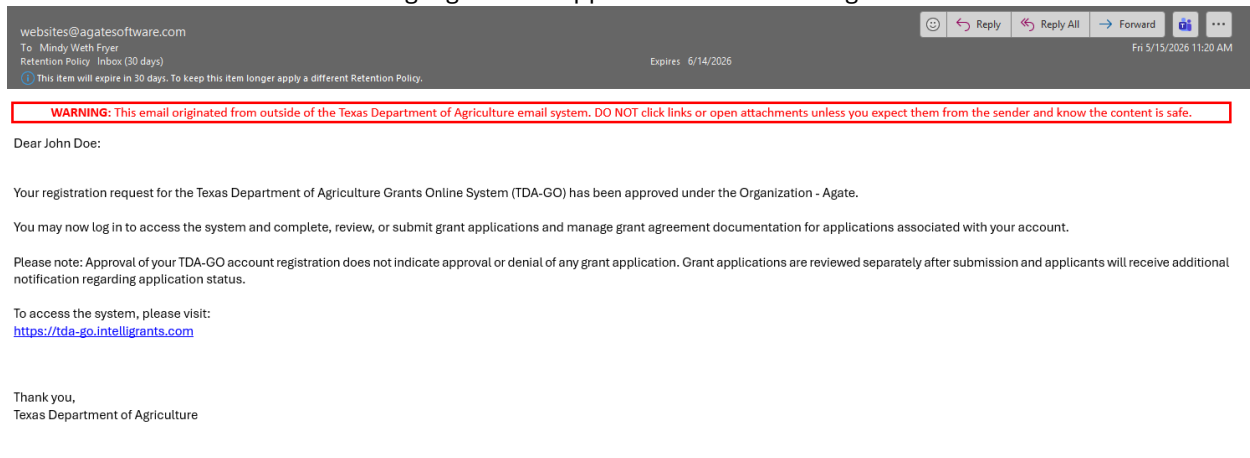
Notes: Enter “Specialty Crop Multi-State Program”

The screenshot shows a 'New User Registration' form with various input fields. A red arrow points from the 'Organization (Required)' legend text to the 'Title/Position' field. Another red arrow points from the 'Password/Verify Password (Required)' legend text to the 'Password' field. A blue box with the text 'Don't click' and a red arrow points to the 'Search' button next to the 'SAM Number (UEI Number)' field. A 'Save' button is located at the bottom right of the form.

4) **Click Register.** The registration for the New User will be sent to TDA staff for approval. You will receive an email indicating approval within 48-72 hours. After approval, the New User can log on and access the TDA-GO platform.

NOTE: If a user attempts to access the system before they have been approved, the system will show their password as invalid.

You will receive an email confirming registration approval. Once for the organization and another for the user.



TDA-GO User Roles:

Authorized Official (AO) for Applicant Organizations

Who: Person authorized to enter into legal agreements on behalf of the organization

Created By: Initially, the AO is created when the Organization account is established. Additional AO's may be added once Organization account is approved.

TDA-GO tasks:

- Create new user accounts for organization members
- Initiate an application
- Complete all required application fields
- Certify and Submit an application
- Execute Grant Agreements
- Initiate/Complete/Submit Payment request/Performance reports

Project Director (PD) for Applicant Organizations

Who: Personnel involved in grant administration

Created By: The organization's AO creates and manages PD users

TDA-GO tasks:

- Create new user accounts for organization members
- Initiate an application
- Complete all required application fields
- Initiate/Complete/Submit Payment request/Performance reports

Consultant/Researcher (C/R)

Who: A third-party person assisting with a *single* grant application or employee/researcher/staff/PIs/professors assisting with a *single* grant application.

Created By: The C/R registers individually as a New User. The AO ***DOES NOT*** create C/R users.

TDA-GO tasks:

- Complete all required application fields
- Initiate/Complete Payment request/Performance reports

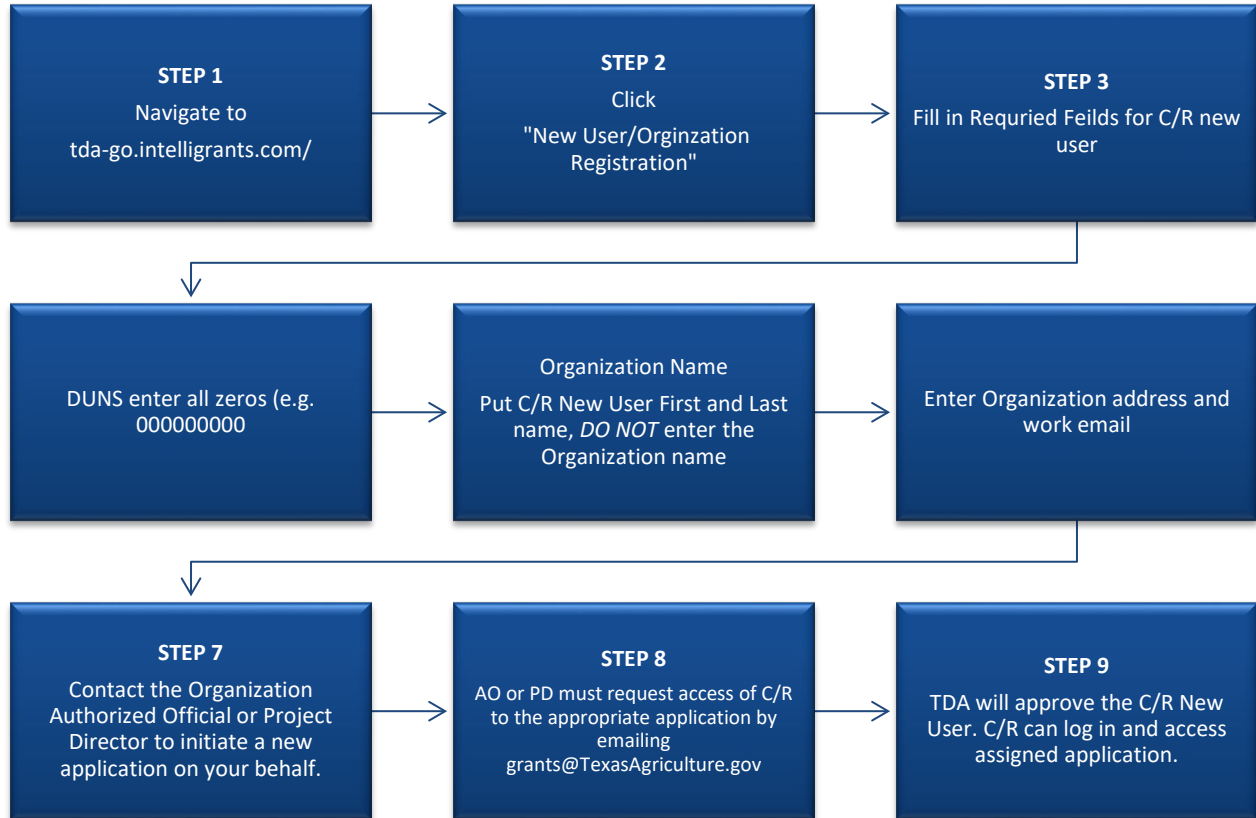
Adding Consultants/Researchers

General Overview for Consultant/Researcher Role

The TDA-GO System allows organization Staff/Researchers/PIs/Professors or third-party consultants to work directly on a particular application using the Consultant/Researcher

(C/R) role. This role allows the organization to maintain privacy and confidentiality of all grant applications and projects in TDA-GO. The following high-level chart outlines the steps needed for the C/R to gain access to the application. See the following pages for step-by-step instructions.

Note: The Project Director role does not work for project Staff/Researchers/PIs/Professors because this role allows access all information under the Organization.



To register a Consultant/Research New User, complete the following steps:

- 1) Navigate to TDA-GO Portal website: tda-go.intelligrants.com
- 2) Click on the **New User/Organization Registration** link.

- 3) Fill in the required fields and any optional fields desired. See **Legend** below for specific field instructions. Click the **Save** button.

Legend

First Name

(Required) – the first name of Consultant/Research (C/R) New User.

Middle Name – the middle name of C/R.

Last Name

(Required) – the last name of C/R.

UEI/SAM (Required) –

Enter all zeros if you are a C/R at a University/College (e.g. 000000000000).

Organization

(Required) – Enter the name of the C/R New User. Do not enter the name of the organization.

Title – the position title of the C/R.


Street Address (Required) – the street address of the organization.
State (Required) – select the state of the organization using the state drop-down menu.
County (Required) – select the county where the organization is located using the county drop-down menu.
City (Required) – the name of the city of the organization.
Zip Code (Required) – the zip code of the organization.
Email (Required) – the email address of the C/R.
Phone (Required) – the phone number of the C/R.
Username (Required) – create a username for the C/R.
Password/Verify Password (Required) – create a password for the C/R.
Notes – enter “Specialty Crop Multi-State Program”. This helps TDA set up your account correctly.

- 4) Once registered, contact the A/O or P/D to initiate the new application the C/R will be accessing.
- 5) The A/O or P/D must then request access for the C/R by contacting grants@texasagriculture.gov.

Login Assistance

The TDA-GO portal allows the user to request a password reset be generated and sent to their email address. To do so, complete the following steps:

- 1) Click on the Login Assistance link.
- 2) Enter the username and email address. Click on the Email button. A reset link will be sent to the email address supplied.



The screenshot shows a web form titled "Forgot Password". It contains two text input fields: "Email" and "Username". Below the "Username" field is a blue link that says "Forgot Username". At the bottom right of the form are two buttons: a white "Clear" button and a green "Email" button.

- 3) An email like the following will be sent to reset your password. If there is no link, then your server has marked it as SPAM. You will need to work with your network administrator to resolve this.

From: TDA-GO@IntelliGrants.com <TDA-GO@IntelliGrants.com>
Sent: Monday, June 26, 2023 1:01 PM
To: Mindy Weth Fryer <Mindy.Fryer@TexasAgriculture.gov>
Subject: Password Reset

WARNING: This email originated from outside of the Texas Department of Agriculture email system. DO NOT click links or open attachments unless you expect them from the sender and know the content is safe.

You have requested a password reset. Please use the link below reset your password. It will expire in 15 minutes.
[Reset Password](#)

If you did not request this reset and would like to invalidate and cancel the request, please click [here](#).

4) At that point, the user will be brought directly to the Profile page and requested to create a new password into the Password and Confirm Password fields are available.

NOTE: The password field is case sensitive and will not recognize characters of the wrong case. Precision when entering the password into the password field will decrease the risk of error messages being generated by the system.

Password	Confirm Password
<input type="text"/>	<input type="text"/>

How to Search for a Grant Application in TDA-GO

How do I find my application if it is not in my worklist?

1. Go to the TDA-GO Portal

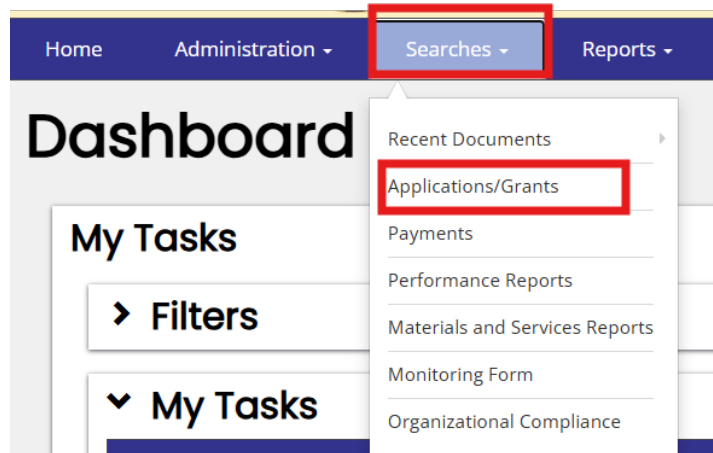
Visit: <https://tda-go.intelligrants.com/>

2. Log In

Enter your username and password.

3. Search for the Grant

- Click **Search > Applications/Grants**.



4. Leave all fields blank

- **Click Search**

Applications/Grants

Document Search

Document Name AGL	Year
Document Type	Status
Organization	Person

Clear Search

5. Select the Grant Application

Click on the name of the grant you want to view.

▼ Documents

Name	Organization	Type
AGL260002	QA Organization	Grant - AgLink Continuity Grant -2026
AGL260003	Test Grantee Organization	Grant - AgLink Continuity Grant -2026
AGL260004	Test Grantee Organization	Grant - AgLink Continuity Grant -2026
AGL260005	Test Grantee Organization	Grant - AgLink Continuity Grant -2026

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